

APPROVED: April 26, 2021

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION #3

March 11, 2021

CALL TO ORDER: President Mandel called the meeting to order at 9:30 a.m.

ROLL CALL: Gawas, Geevers (Zoom), Mandel, Stevens

STATEMENT OF ADEQUATE NOTICE

This is to advise that the notice requirement provided for in the "Open Public Meetings Act" has been satisfied. Notice of this meeting was properly given and transmitted to The Times and Princeton Packet; filed with the Clerk of the Municipality; and posted in the West Windsor Township Municipal Building at North Post and Clarksville Roads on, February 24, 2021.

ATTENDEES: President: Mandel; Council: Gawas, Geevers, Stevens; Business Administrator: Schmid; Chief Financial Officer: Mauder; Township Clerk: Huber

ABSENT: Hersh

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

DEPARTMENT OF ADMINISTRATION

Tax Assessor

Ms. Lorraine Jones, Tax Assessor introduced herself and provided a brief history of the Tax Assessor's Office responsibilities. She advised that her office continually tracks sales, evaluates deeds of sale received from the County Clerk's Office and continues to review the ratio. Ms. Jones noted a sale of a property is what triggers a review. She gave a brief overview of the revaluation process to the Council.

Members of Council asked several questions of Ms. Jones which she provided answers for.

Mr. Mauder advised that the Tax Assessor's budget remained flat from the previous year and there are no capital requests.

Tax Collector

Ms. Kelly Montecinos, Tax Collector introduced herself and advised that her office is responsible for the collection of the tax levy and the sewer rent. She reviewed the various functions of her office to include senior reimbursements, delinquent taxes, e-mail reminders, and annual tax sale. Ms. Montecinos reviewed the on-line tax sale process which was conducted for the first time in 2020 and noted that all liens were purchased at this sale.

Members of Council asked several questions of Ms. Montecinos which she provided answers for.

Mr. Mauder noted that the Tax Collector budget remained flat from the previous year and there are no capital requests.

Administration

Ms. Marlana Schmid, Business Administrator introduced herself and noted that her budget was brought back to the 2019 level adding in the \$1,500.00 that was reduced in 2020. She advised Council it has been an honor and privilege to serve both them and the Mayor and noted she has an excellent team of employees. Ms. Schmid reviewed the changes that were made in 2020 due to the pandemic to ensure that the functions of the municipality continued and that staff and residents were kept safe. She noted that she works closely with the Clerk's Office to ensure that every item that comes before Council is following State and Local regulations. Ms. Schmid reviewed all her responsibilities as Business Administrator and noted that she is also in charge of the Divisions of Health, Senior and Social Services, and Recreation and Parks.

Ten-minute recess was taken due to noise of sprinkler system charging.

Ms. Schmid advised that in the coming months the Township will be recruiting for three full-time positions due to retirements. A Public Works Superintendent, Construction Official and Plumbing Sub-Code Official. She noted that during 2020 Mr. Mauder was promoted to Chief Financial Officer and that Mr. Lynch was promoted to Chief of Fire and Emergency Services.

Division of Building and Grounds

Mr. Brian Aronson, Facilities Maintenance Manager, reviewed his Division and their responsibilities and noted that he has three full-time custodians and supervises the Network and Systems Engineer. He reviewed the many changes that occurred during the past year with regards to sanitizing work areas and keeping employees safe. Mr. Aronson also advised he is responsible for elevator inspection, generator inspections, fire suppression systems, sprinkler and fuel storage inspections which must occur yearly to be in compliance with state regulations. He advised that in addition to his daily duties he is overseeing the municipal building renovations, the pole barn installation, and the emergency generator installation at the police building. Mr. Aronson thanked the Council for their support last year in making the part-time custodial position full-time. He reviewed the changes requested in his 2021 budget as follows:

- Requesting an additional \$3,000 in his operating budget for the Princeton Junction Volunteer Fire Company building which is owned by the Township to help with HVAC expenses. He advised that this is the only Township facility that is not covered by the Township currently.

Various Capital Items

- Van replacement for 2021 has been looking to see if this could be an electric vehicle, but currently these are not available
- Demolition of Censoni house due to disrepair
- Purchase of Cell phone charging machines to be located throughout the Township with religious organization during power outages
- Replacement of underground fuel storage tank at the police
- Roof replacement at the police court facility

A break was needed due to a fire alarm going off in the municipal building. (11:54 a.m. returned)

### Information Technology

Mr. Ross Maszczak introduced himself as the Network and Systems Engineer and reviewed his role and responsibilities. He noted that he oversees 111 users over eight sites within the Township. He advised that during the last year he oversaw the new phone system installation, purchase and setup computers to allow employees to work from home during the pandemic. He noted he is also working with Mr. Aronson on the building renovations information technology needs. Mr. Maszczak noted that the Township has twice yearly cyber security training for staff. He advised that during the past year he has been working with the Municipal Court on their virtual needs as required by the Courts.

### Various Capital Items

- Reviewed Annual replacement program for computers, printers, and switches

Council thanked Mr. Maszczak for a job well done, especially this last year.

Break for lunch

### Clerk/Elections

Ms. Gay Huber, introduced herself as the Township Clerk and that she has been with the Township for over 32 years and is in her 20<sup>th</sup> year in the Clerk's Office. She noted her staff is comprised of the Deputy Clerk and Department Secretary. She reviewed the many tasks that her office is responsible for to include, taxi, limo, raffle, bingo, soliciting, alcohol and beverage licenses, elections, and OPRA as well as support to the Township Council. Ms. Huber reviewed the many changes and challenges that the Clerk's Office had during 2020. Ms. Huber advised that her budget has been requested to be restored to its 2019 level after the reduction made last year. She noted that she has one capital item which is a scanner replacement program.

PUBLIC COMMENT

Mr. Gene O'Brien, 13 Greene Drive, thanked everyone for a great job and noted the Township is fortunate to have such good team members.

Motion to extend the clock to 3:00 p.m. was made by: Stevens  
Second: Gawas  
VV: All approved (Hersh absent)

CLOSED SESSION

Motion to go into closed session: Gawas  
Second: Stevens  
VV: All approved (Hersh absent)

Ms. Huber read the closed session resolution into the record:

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

Whereas, the Township Council of West Windsor Township has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

Whereas, the regular meeting of this Township Council will reconvene; and

Whereas, the below stated subject matter shall be made available at such time as the issues discussed therein are resolved and its disclosure would not subvert any particular exception for convening a closed session.

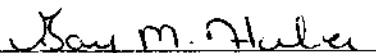
Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussion of personnel.

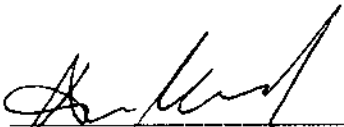
Meeting reconvened at: 2:35 p.m.

ADJOURNMENT

Motion to adjourn was made by the Council President  
VV: All approved (Absent Hersh)

The meeting was adjourned at 2:35 p.m.

  
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Gay M. Huber  
Township Clerk  
West Windsor Township

  
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Andrea Mandel  
Council President  
West Windsor Township